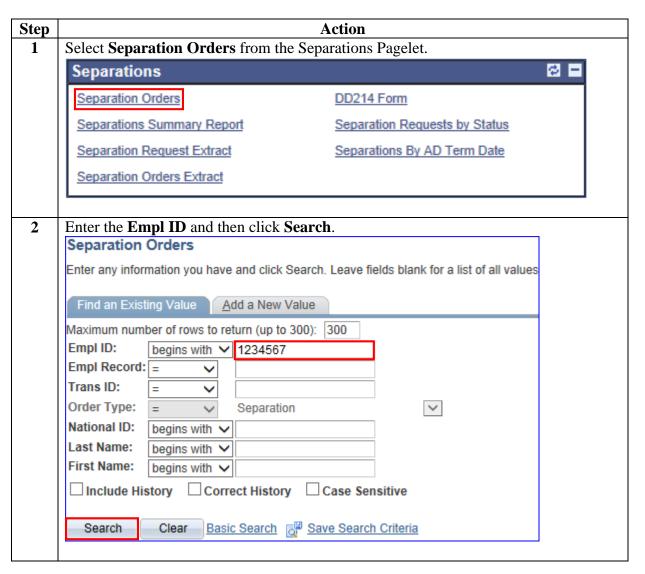
Introduction

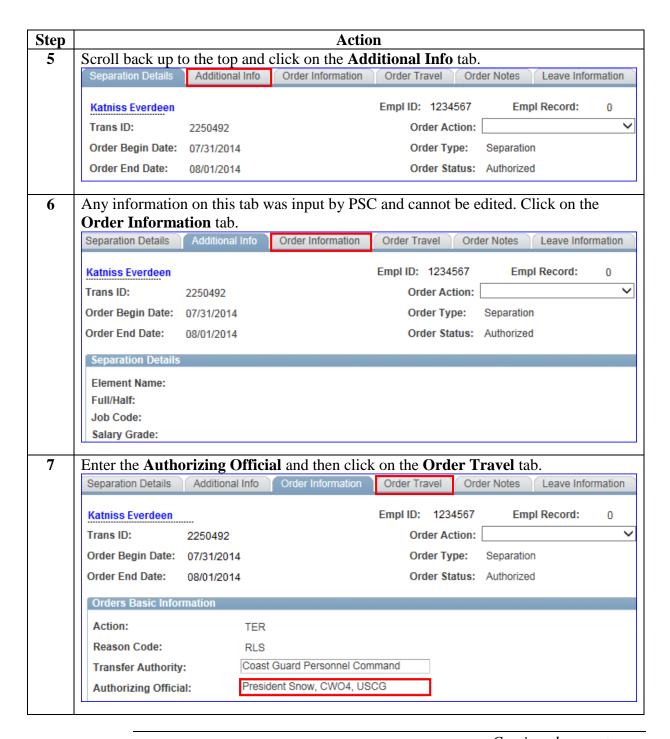
This section provides the procedures for completing RELAD orders in Direct Access when a Separation Request was entered by PSC.

Procedures Follow these steps to complete a RELAD separation transaction.

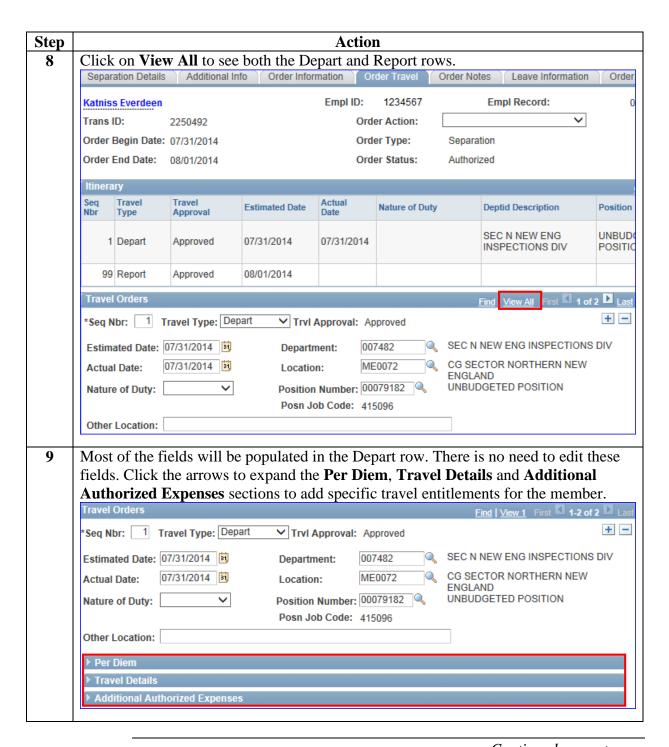


Step	Action
3	If the Separation Request/Authorization has been approved, the Separation Orders will
	display. If nothing appears, make sure the Sep Request has been completed and
	approved. (See Airport Terminal User Guide.) Notice the Authorization Created
	link. Click on it to view and print the Separation Authorization. Now scroll down. Separation Details Additional Info Order Information Order Travel Order Notes Leave Information
	Separation Details Additional line Order Information Order Haver Order Notes Leave Information
	Katniss Everdeen Empl ID: 1234567 Empl Record: 0
	Trans ID: 2250492 Order Action:
	Order Begin Date: 07/31/2014 Order Type: Separation
	Order End Date: 08/01/2014 Order Status: Authorized
	Separation Details
	Termination type code: Release From Active Duty
	Termination Date: 07/31/2014 Departure Date:
	SPD: MBK Completion of required active service Authorization Created
	Re-enlistment Code: RE1 Eligible for Reenlistment
4	Now fill out the Relad section based on the member's intentions. Make sure the
	Employee Classification is changed from AD/EAD to a Reserve option (use lookup). Then click Save .
	▼ Relad
	RELAD Reason: 62 Q DUE TO FULFILLMENT OF ACTIVE SERVICE OBLIGATION
	[Reserve Personnel RFI AD]
	Science Treatment
	Reserve Classification: Q Mbr w/o a Statutory Obligation
	Labor Agreement: OFF Reserve Component Off and Warr
	Employee Category: SEL Selected Reserve
	TRAPAY CAT: A Drilling Pay Status
	▶ Discharge
	► Death
	Save Return to Search Notify Quipdate/Display

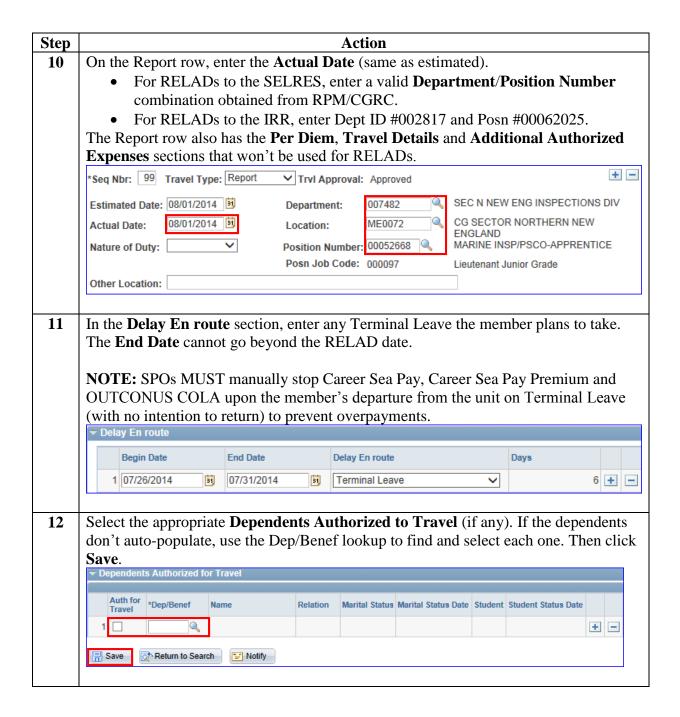
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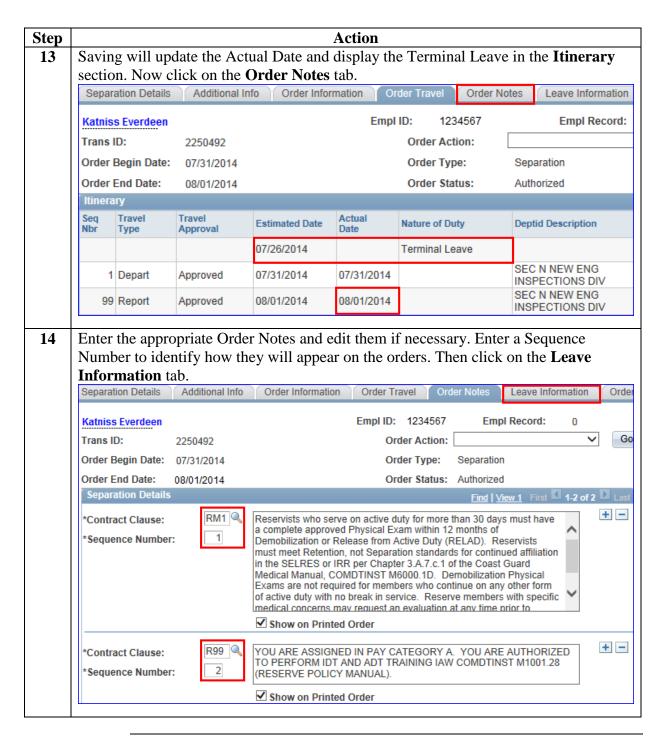
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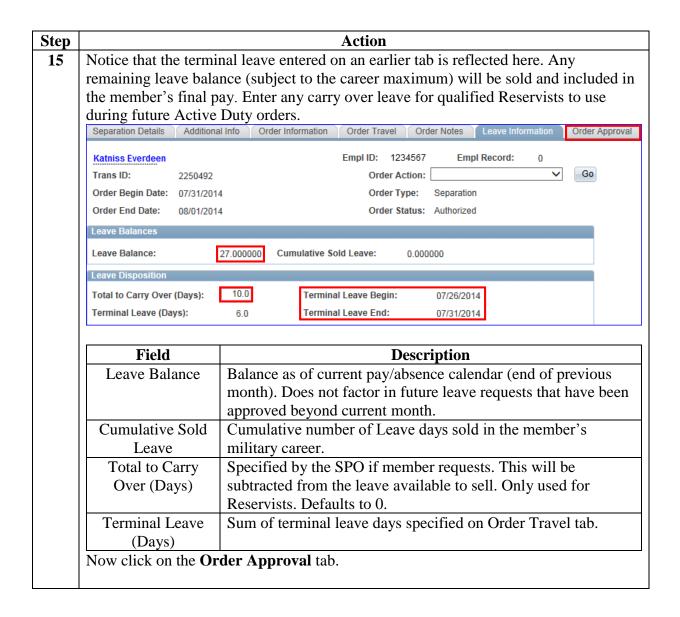
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Procedures,

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Procedures,

continued

